

TIPS FOR FINDING A JOB:

Every practice will have different opinions, but these are ours:

Firstly, explore any contacts you have – tutors, friends, family, past employers – personal recommendations are always best.

CV:

- Shouldn't be longer than 2 sides of A4.
- Should be easy to find key info – name, part1 / part2, contact details.
- Don't ever exaggerate your skills / experience.
- Should be graphically well considered – but not over-the-top.
- Watch the file size.
- Play up your strengths.
- Always try to be positive – even about bad previous experiences.
- Try to show how non-architectural work experience may be relevant.

COVERING LETTER:

- Always spell check.
- Clarify what post / position / experience you are looking for.
- If English isn't your first language try to get someone to proof read your letter.
- Make it bespoke to the practice – we can usually tell when it's been cut and pasted.
- Ring the practice first to find out who to send it to.
- Unlike your CV / short portfolio which should be fairly graphic we believe the letter is an opportunity for you to show your professionalism.
- Avoid origami – by all means show your creativity in your portfolio – but letters should be easy to read, file and find.
- Your choice of paper can say something about you.
- Don't ever offer to work for nothing. It's simply not ethical. But be prepared to be flexible.
- Why this practice and why you?

SHORT PORTFOLIO:

- Try to limit your file size. Anything more than 10Mb is likely to be blocked by many practice's filters. If it is slow to open it is likely to irritate your potential viewer.
- We think it should be a taster – 5 to 10 pages is fine – leave the reader wanting more.
- Try to show range and variety.
- We also like to see some sense of your process.
- Make sure you start and end on a high.
- You will only be as good as your weakest image.
- Try to give key images space on a page.
- We enjoy a bit of personal interests stuff at the end – but try to limit it unless it is directly relevant.

INTERVIEW:

- Make sure you are punctual – a trial run to an unfamiliar location is a good idea.
- Make an effort with your appearance. It doesn't have to be super-smart depending on the practice – but everyone likes to think you care.
- We prefer A3 portfolios as they are easier to read around a small table. Large A1 portfolios are fine – but tend to be a bit clumsy and impersonal.
- Find out how much time you have and adjust your presentation accordingly.
- Every practice is different. Some will let you present your portfolio, some will flick through it at their own pace. Be flexible.
- Prepare some questions – seem interested and enthusiastic. If you can try to visit examples of the practice's work.
- What can you offer?

WHAT PRACTICES ARE LOOKING FOR...GRADUATES WHO...

- can think
- are self-motivated
- are ordered / rigorous
- can coordinate what they do with others
- can communicate effectively